

Professional and Managerial Branch
Engineering Group
Engineering Associate Series

ELECTRICAL ENGINEER ASSOCIATE II*

09/89

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a variety of engineering duties and supervises engineering, technical and clerical personnel engaged in engineering projects; performs related duties as required.

EXAMPLES OF DUTIES:

Designs electrical equipment and prepares specifications to obtain the most efficient utilization of energy; designs and develops solid state digital control and monitoring equipment; prepares electronic designs, schematics, assembly diagrams, wire lists and wiring diagrams; builds, tests and de-bugs prototype units; selects and procures components used to construct electrical equipment; supervises construction, installation and start-up of electrical equipment.

Interprets plans and specifications of projects; reviews, processes and corrects contract documents; supervises and conducts field inspections of contracted construction projects; assigns and oversees the inspection and testing of workmanship and materials used in contract construction projects; reports deficiencies to contractor during warranty period; reviews and checks bid estimates.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; complies with and enforces safe working practices and procedures; maintains records and prepares reports; represents the City at public hearings and meetings.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Electrical Engineering and two years of professional electrical engineering experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of electrical engineering; good knowledge of the methods, materials, tools and equipment used in electrical construction; good knowledge of the cost determination techniques as they pertain to electrical assemblies; good knowledge of federal state and local laws, codes and ordinances as they pertain to electrical engineering; some knowledge of supervisory methods, standards of conduct and work attendance; some knowledge of safe working practices and procedures; some knowledge of the use of computer-aided drafting and design (CADD) systems.

Ability to prepare designs, plans and specifications; ability to supervise, train and evaluate assigned personnel; ability to determine project costs; ability to interpret plans and specifications and identify defects; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office, field and construction site environment; operate a motor vehicle through City traffic.

Special Requirements: Subject to on-call during non-working hours and mandatory overtime during periods of Public Works Emergency Operations.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state.

- The Title of Electrical Engineer I can be used provided registration as a professional engineer in the State of Texas has been obtained.

Director of Personnel

Department Head